

HIGHLAND GREENS LODGE

Board Meeting Minutes

Tuesday, April 12th at 2 pm MST

HGL Board of Directors

- Anne Mead – President
- Steeve Piper – Treasurer
- Bret Muller – Secretary
- Zephyr Wazallann – Member at Large

Alpine Edge Representatives

- Steven Frumess – General Manager
- Jessica Martin – HOA Administrator
- Kimberlyn Bryant – HOA Administrator
- Martha Zaugg – HOA Administrator

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Access Code: 389-704-733

1. Roll Call; Establish Quorum

Anne called the meeting to order at 2:03 pm. The meeting was attended by Anne Mead, Bret Muller, Zephyr Wazallann, and Steve Piper. Martha introduced to the Board the Alpine Edge Management team that was also in attendance.

2. New Business

1. Insurance Claim/Lobby Renovation Project

Martha and Steven touched on the renovation of the lobby. Steven asked for clarification from the Board on who is managing the renovations of the units. Anne informed AE that there were eight damaged units and multiple contractors involved in the repairs. She stated which contractors are in charge of which units. There was a question as to who was in charge of the work on unit 308. No one knew that information.

Steven asked the Board about the scope of work for the ski lockers. Anne mentioned there wasn't anyone contracted to work on the ski lockers or lobby yet and stated that air exchangers were needed first. Steven said he could get some bids from Rafa regarding the work in these areas. Steven informed the Board that if AE is the General Contractor on this project, there will be a 15% fee on top of the contractor's bid. Anne suggested that 15% was excessive; however, Zephyr thought it was appropriate. The Board is encouraged to research other GCs and their fees to gauge. The 15% General Contractor fee is for liability reasons.

Bret presented concerns regarding taking the costs of the contractor plus the 15% GC fee to the insurance company. He was worried owners could potentially be stuck paying that fee instead of the insurance company. Zephyr added that if the claim could be taken to insurance with the

additional fee and it is excepted, it would be a no-brainer to have Alpine Edge manage the projects. They were informed the HOA would cover the fee, not the homeowners.

The Board discussed Alpine Edge taking over the entire water-loss project, including the common areas and the individual units.

Anne made a motion for Alpine Edge to manage the two insurance claims, which were seconded by Steve. There was further discussion on whether Alpine Edge would also be managing the renovations of the individual units as well. Bret felt it would be inappropriate for another GC to be in charge of the unit renovations when Alpine Edge already has an obligation to manage the HOA. Both Bret and Steve expressed that they would not have time to research and hire a new GC.

Anne broke down the two insurance claims, clarifying that one claim is for the common area and the other claim is for both the individual units and the common area. Four of the units are completed and four units are in the process of being completed. Zephyr asked how the Association would cover the costs of the 15% to Alpine Edge if they took over as GC of the individual units and wanted clarification on whether it would come from Association funds or the insurance company. Anne informed the Board that they do not have any bids for the common areas, so the only negotiation would be with Saul for the four remaining units.

It was determined that Alpine Edge will handle the entire water-loss project. Anne requested that Martha be in touch with Earl, the insurance adjuster, regarding the 15% fee. Steven discussed possibly having Saul finish the individual units and have Rafa begin the common areas. AE will inspect the units and let the Board know what would be best.

Anne verified that Alpine Edge had Devon's contact information with PSI. AE has been in contact with him.

Zephyr asked if Alpine Edge could follow up with the Board in a couple of weeks regarding the progress of these projects. Steven said the first step will be to set up a game plan. AE will update the Board on the progress of this process.

2. Deficiency Log

Martha presented the Deficiency Log, which lists some issues found in the thrice-a-week walkthroughs. She went on to explain the log line by line with the Board. There was a list of Action Items created for Alpine Edge to complete:

- 1) Alpine Edge will get a bid to get a key for the backdoor at the southeast side of the building.
- 2) Alpine Edge will coordinate with PSI regarding the heating pump.
- 3) There is no way to isolate any leaks so will have to shut down all water for repairs. Will coordinate with PSI to install isolation valves.
- 4) Kimberlyn will get a bid for keys to the breaker boxes in the mechanical room.
- 5) Alpine Edge will get a bid to replace screens in the common areas. Can extend screen replacements to windows and doors in owners' units at the same time at the expense of the owner.
- 6) Alpine Edge will get a bid to figure out how to close the open vent in the mechanical room before winter to prevent freezing pipes.

- 7) Alpine Edge will have the sprinkler valve box re-keyed at the same time as the breaker boxes.
- 8) Alpine Edge will have the lobby fireplace inspected to see what repairs need to be made.
 - Alpine Edge will coordinate a date and time for the dryer vents to be cleaned out and survey the owners to see who is interested.
- 9) Alpine Edge will get another bid to replace the flush valve located in the gym bathroom.
- 10) Cintas must receive approval from its legal department to repair the broken sprinkler head in unit 311. If they say no, Alpine Edge will obtain another bid for the repairs.
- 11) Alpine Edge will reach out to the owners of unit 201 regarding replacing the carpets in the ski lockers and order a little extra to replace the section of carpet in front of the rec room and unit 100.

While speaking in point #8, Zephyr brought up the alarm box that is broken asking who should be called when it needs to be turned off. Bret suggested that the box be replaced. Steven informed them that they can call AE's emergency line and the on-call person will be able to handle the situation.

Martha presented the list of repaired items to the Board.

1. There was freestanding water in the mechanical room, underneath both holding tanks. (No active leaks present) Glycol leak Repaired 4/4/22

2. There was corrosion around one of the valves in the mechanical room. Glycol Leak Repaired 4/4/22

3. Key/Code Log

Kimberlyn started a key audit, which resulted in 22 units which there are no keys or electronic codes for. AE will work on getting access to these units

3. General Board Comments

Steve brought up the hot tub project that was supposed to occur in the spring. Anne informed him that they are still waiting on stamps to move forward with the project. Anne will be working on getting a new bid.

Bret asked if the hot tub payments are now going to Alpine Edge and if payments can be taken via ACH. Martha said payments can be paid via ACH, owners would need to fill out an ACH form. Any ACH forms filled out with Wildercrest will need to be filled out again for Alpine Edge.

Steven requested that the front door codes be changed. Anne suggested waiting for the construction to be completed first. Brett asked if there was a way to have multiple codes for the front door to help monitor who is coming in and out. Anne said she believes the keypad is too old. It was suggested to have the door code changed around Memorial Day. AE will schedule a reminder for May 1st.

Zephyr asked AE to make sure owners are keeping decks clean and suggested a deck audit in the summer. Anne agreed with her suggestion. Steven suggested sending out a newsletter with summer reminders to

all owners. Anne asked about Welcome Letters for new owners. Martha offered to send the Board some examples of AE's welcome letters.

Martha and Steven reminded the Board of the Alpine Edge contact information and explained the emergency line.

4. Adjournment

There was a motion to adjourn made by Bret. The meeting was adjourned at 4:08 pm.